





The screenshot displays a Microsoft Outlook calendar interface. The top navigation bar shows the date range from Sunday, April 28, 2019, to Tuesday, April 30, 2019. The time slots are labeled from 4:00 to 9:00. The left sidebar contains a list of attendees, with 'CityAttorney' selected. The main calendar area shows a meeting for 'CityAttorney' on Monday, April 29, from 8:00 AM to 9:00 AM. The meeting is represented by a blue bar. The interface also includes a search bar and a zoom level of 100%.

Add Attendees...	Options ▾	Start time	Mon 4/29/2019 	8:15 AM ▾
Add Rooms...		End time	Mon 4/29/2019 	9:30 AM ▾

 Busy
 Tentative
 Out of Office
 Working Elsewhere
 No Information
 Outside of working hours

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Mon 4/29/2019

8:15 AM

☐ All day event

End time

Mon 4/29/2019

9:30 AM


File


Appointment


Insert


Format Text


Review


 Tell me what you want to do...


 Save & Close


 Delete


 Copy to My Calendar


 Calendar


 Forward

 Appointment


 Scheduling Assistant

 Skype Meeting


 Invite Attendees


 Show As:


Busy


 Reminder:


15 minutes


 Recurrence


 Time Zones

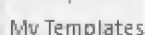
 Categorize

 Private

 High Importance

 Low Importance

 View Templates

 My Templates

Actions

Show

Skype Meeting

Attendees

Options

Tags

My Templates

Subject

Interview w/ DCA Candidate

Location

Start time

Mon 4/29/2019

9:30 AM

☐ All day event

End time

Mon 4/29/2019

10:00 AM


File


Appointment


Insert


Format Text


Review


 Tell me what you want to do...


 Save & Close


 Delete


 Copy to My Calendar


 Calendar


 Forward

 Appointment


 Scheduling Assistant

 Skype Meeting


 Invite Attendees


 Show As:


Busy


 Reminder:


15 minutes


 Recurrence


 Time Zones

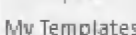
 Categorize

 Private

 High Importance

 Low Importance

 View Templates

 My Templates

Actions

Show

Skype Meeting

Attendees

Options

Tags

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Mon 4/29/2019

10:00 AM

☐ All day event

End time

Mon 4/29/2019

11:30 AM


File


Appointment


Insert


Format Text


Review


 Tell me what you want to do...


 Save & Close


 Delete


 Copy to My Calendar


 Calendar


 Forward

 Appointment


 Scheduling Assistant

 Skype Meeting


 Invite Attendees


 Show As:


Busy


 Reminder:


15 minutes


 Recurrence


 Time Zones


 Categorize

 Private

 High Importance

 Low Importance

 View Templates

 My Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Tue 4/30/2019

8:15 AM

☐ All day event

End time

Tue 4/30/2019

10:00 AM

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Subject

Location

Start time

End time

MTG w/ Supervisor Shamann Walton re: legal issue

Tue 4/30/2019

10:00 AM

All day event

Tue 4/30/2019

10:30 AM

In Shared Folder

CityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019


File


Appointment


Insert


Format Text


Review


 Tell me what you want to do...

 Save & Close


 Delete


 Copy to My Calendar

 Calendar


 Forward

Actions


 Appointment

 Scheduling Assistant


Show

 Skype Meeting


Skype Meeting

 Invite Attendees

Invite Attendees


 Show As:


Busy


 Reminder:

15 minutes

Options

 Recurrence

 Time Zones


 Categorize

Private

High Importance

Low Importance

Tags

 View Templates

My Templates


Subject

Review Advice/Staff Consultation

Location

Start time

Tue 4/30/2019




10:30 AM

☐ All day event

End time

Tue 4/30/2019



2:00 PM

Save & Close

Delete

Copy to My Calendar

Forward

Calendar

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Options

Tags

100%

All Attendees

CityAttorney

Click here to add a name

Tue 4/30/2019

12:00 PM3:00

6:00 AM9:00

12:00 PM3:00

Add Attendees...

Options

Add Rooms...

Start time

Wed 5/1/2019

8:15 AM

End time

Thu 5/2/2019

10:00 AM

Busy

Tentative

Out of Office

Working Elsewhere

No Information

Outside of working hours

Location

End time Wed 5/1/2019 5:00 PM

Review Advice/Staff Consultation - Appointment

File

Appointment

Insert

Format Text

Review

Tell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Wed 5/1/2019

8:15 AM

☐ All day event

End time

Wed 5/1/2019

9:00 AM

In Shared Folder

CityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019

Senior Staff - Appointment Occurrence

FileAppointment OccurrenceInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Forward

Calendar

Appointment

Scheduling Assistant

Invite Attendees

Show As: Busy

Reminder: None

Edit Series

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Occurs every Wednesday effective 1/17/2018 from 9:00 AM to 9:30 AM

SubjectSenior Staff

Location

Start timeWed 5/1/20199:00 AM

End timeWed 5/1/20199:30 AM

☐ All day event

In Shared FolderCityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

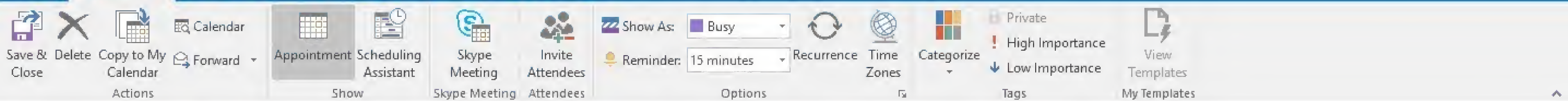
ActionsShowOptionsTagsMy Templates

SubjectMTG w/ DCAs re: legal issue

Location

Start timeWed 5/1/20199:30 AMAll day event

End timeWed 5/1/201910:00 AM



Subject	Review Advice/Staff Consultation
---------	----------------------------------

Start time ☐ All day event

End time Wed 5/1/2019 11:00 AM

MTG w/ Keith Yandell (DoorDash), Max Rettig (DoorDash), and Ted Boutros (Gibson Dunn & Crutcher) re: legal issue - Appointment

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Subject

MTG w/ Keith Yandell (DoorDash), Max Rettig (DoorDash), and Ted Boutros (Gibson Dunn & Crutcher) re: legal issue

Location

Start time

Wed 5/1/201911:00 AM

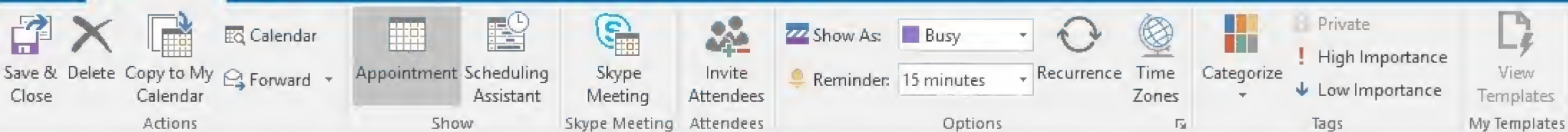
All day event

End time

Wed 5/1/201911:30 AM

In Shared FolderCityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019



Subject	Review Advice/Staff Consultation
---------	----------------------------------

Location

Start time ☐ All day event

End time Wed 5/1/2019 12:00 PM

Press Interview with John Diaz of SF Chronicle by phone - Appointment

File

Appointment

Insert

Format Text

Review

Tell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

Press Interview with John Diaz of SF Chronicle by phone

Location

Start time

Thu 5/2/2019

1:00 PM

☐ All day event

End time

Thu 5/2/2019

1:30 PM

In Shared Folder

CityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Thu 5/2/2019

1:30 PM

☐ All day event

End time

Thu 5/2/2019

4:00 PM



Subject	Press Interview by phone with KQED
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Thu 5/2/2019 4:00 PM ☐ All day event

Thu 5/2/2019 4:30 PM


File


Appointment


Insert


Format Text


Review


 Tell me what you want to do...


 Save & Close


 Delete


 Copy to My Calendar


 Calendar


 Forward

 Appointment


 Scheduling Assistant

 Skype Meeting


 Invite Attendees


 Show As:


Busy


 Reminder:


15 minutes


 Recurrence


 Time Zones


 Categorize

 Private

 High Importance

 Low Importance

 View Templates

 My Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates


Subject

Review Advice/Staff Consultation

Location

Start time

Thu 5/2/2019




8:15 AM

☐ All day event

End time

Thu 5/2/2019



9:30 AM

Location

—

☐ All day event

10:00 AM

Review Advice/Staff Consultation - Appointment

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Thu 5/2/201910:00 AM

☐ All day event

End time

Thu 5/2/201910:30 AM

In Shared FolderCityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype MeetingAttendees

Options

Tags

My Templates

SubjectMTG w/ DCA re: legal issue

Location

Start timeThu 5/2/201910:30 AM

☐ All day event

End timeThu 5/2/201911:00 AM

MTG w/ Andrew Giacomini (Hanson Bridgett) and Mark Mosher (BMWL & Partners) re: legal issue - Appointment

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As

Busy

Reminder

15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

Actions

Show

Skype Meeting Attendees

Options

Tags

My Templates

Subject

MTG w/ Andrew Giacomini (Hanson Bridgett) and Mark Mosher (BMWL & Partners) re: legal issue

Location

Start time

Thu 5/2/2019

11:00 AM

☐ All day event

End time

Thu 5/2/2019

11:30 AM

In Shared Folder

CityAttorney

Last modified by Feitelberg, Brittany (CAT) on 5/9/2019

FileAppointmentInsertFormat TextReviewTell me what you want to do...

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

ActionsShowSkype MeetingAttendeesOptionsTagsMy Templates

Subject

MTG w/ DCA re: farewell

Location

Start time

Thu 5/2/2019

11:30 AM

☐ All day event

End time

Thu 5/2/2019

12:00 PM

Save & Close

Delete

Copy to My Calendar

Calendar

Forward

Appointment

Scheduling Assistant

Skype Meeting

Invite Attendees

Show As: Busy

Reminder: 15 minutes

Recurrence

Time Zones

Categorize

Private

High Importance

Low Importance

View Templates

My Templates

Subject

Review Advice/Staff Consultation

Location

Start time

Thu 5/2/2019

12:00 PM

☐ All day event

End time

Thu 5/2/2019

1:00 PM